

**Position Title:** Science Policy Analyst

**Organization:** Friends of Cancer Research

**Location:** 2231 Crystal Drive Suite 200, Arlington, VA

**Category:** Executive/Exempt

**Reports To:** Executive Director

**Contact:** Heather Chaney, Director of Programs  
([hchaney@focr.org](mailto:hchaney@focr.org), 703-302-1540)

**Position Overview**

Through close coordination with the Executive Director, the Science Policy Analyst will play a key role in implementing a range of exciting advocacy initiatives designed to create a policy dialogue between scientists, advocates, and policy makers in an effort to overcome barriers to cancer research. Although we work on multiple issues that affect cancer research, we are particularly interested in candidates with a depth of knowledge regarding the FDA, clinical trials, drug development and approvals, biomarker research, translational research, and the science of cancer prevention and early detection.

Friends of Cancer Research is a non-profit organization that raises awareness and provides public education on cancer research in order to accelerate the nation's progress toward better tools for the prevention, detection, and treatment of all cancers. Comprised of leading members of the cancer community, Friends of Cancer Research works to engage key stakeholders in the scientific, patient, government, corporate, and media sectors to identify barriers and find solutions for the most pressing issues facing cancer research today.

**Major Duties and Responsibilities:**

Research key topics and manage science related activities for the organization  
Help engineer and oversee the science-based agenda through issue briefs, white papers, congressional testimony, and policy position statements  
Help organize educational meetings, symposia, and briefings by selecting topics, developing background materials and briefing packets for participants, and developing messages and talking points to share with the media, other advocacy groups, and elected officials  
Monitor, track and analyze key scientific issues relevant to the organization's mission of advancing cancer research  
Assist in the substantive preparation of science-related public presentations  
Share responsibility for attending scientific conferences  
Develop policy recommendations and advocacy strategies for medical research and science issues  
Recruit and supervise interns  
Other duties and responsibilities as assigned by Executive Director, Chairperson, President and/or Board of Directors

## **Qualifications**

Graduate degree required

PhD in science-related field preferred

A detailed knowledge of scientific issues relevant to cancer research and the regulatory and policy opportunities for advancing critical areas of scientific discovery

High-quality written and verbal communications skills

Experience with organizing and coordinating educational events, symposia, and briefings ranging from panel discussions, to small group meetings, to hill visits

Outstanding organizational skills and an ability to handle multiple projects simultaneously

The ability to work under pressure and respond quickly to shifts in priorities

A self-starter with creativity and initiative

A willingness to work in a small, informal office setting